

Job Vacancy Notice

Listing Number: TOB #22-01

Posting Date: April 12, 2022

Starting Wage: \$2,800.00/Month @ 40 Hrs/Week

Closing Date: Until Filled

Texas Optometry Board
333 Guadalupe Street, Suite 2-420
Austin, TX 78701-3942
512-305-8500

Position Title: Legal Assistant I

Classification Number: B15, Class Code 3572

Work Address: Texas Optometry Board, 333 Guadalupe St., Ste. 2-420, Austin, TX 78701.

Relocation to 1801 Congress Avenue, Austin, Texas in Summer 2022.

Person to Contact: Vincent Piña (512-305-8500)

GENERAL DESCRIPTION

Performs entry-level legal assistant/board support work at the direction of the Executive Director. Work involves researching, analyzing, investigating, and drafting board/legal/legislative documents and assisting Executive Director as needed. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepare and assemble materials for public board meetings as directed by the Executive Director. Materials may include documents for board review, such as continuing education approvals, draft rules for consideration and/or public comments.

Assists the Executive Director with legislative appropriations reports, legislative testimony, legislative research, and legislative compliance. Also may schedule appointments with legislators/legislative staff, as needed.

Researches and analyzes legal sources such as statutes, case law, administrative records, other regulatory board procedures, opinions, articles and rules/regulations.

Assists the Executive Director/Board Investigator with tracking compliance with board orders and inspections.

Assists the Executive Director with open records requests, including but not limited to redacting documents, timelines and annual reporting.

Assists the Executive Director/Board Investigator with service of legal documents, notices of informal conferences, and preparation or review of other legal documents.

Checks citations, quotations, footnotes, and references for accuracy.

Communicates with licensees, the public and legislative offices on behalf of the Executive Director regarding board laws and rules.

Reviews and performs redacting of confidential documents related to investigations or other matters.

Responsible for organizing and managing the Executive Director's files.

May assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in informal conferences.

Performs related work as assigned by the Executive Director/Board Investigator.

PREFERRED EXPERIENCE

Experience in some legal assistance work. Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public meeting/notice requirements.

Skills in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.

Ability to draft, prepare, and interpret legal/board documents; to evaluate and relate findings to cases in question; to conduct investigations; and to communicate effectively.

Professional communication skills are required.